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UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

September 30, 1948

Rear Admiral Roscoe H. Hillenkoetter
Director of Central Intelligence
Central Intelligence Agency
Washington 25, D. C.

Dear Admiral Hillenkoetter:

Some difficulties have arisen in the Commission's maintenance of employee records for the executive civil service which I wish to present for your consideration.

Section 2 of the Civil Service Act reads in part as follows:

"Eighth, that notice shall be given in writing by the appointing power to said Commission of the persons selected for appointment or employment from among those who have been examined, of the place of residence of such persons, of the rejection of any such persons after probation, of transfers, resignations, and removals, and of the date thereof, and a record of the same shall be kept by said Commission.***"

Page R1-19 of the Federal Personnel Manual has this to state relative to the reporting of notifications of personnel actions to the Commission:

"Appointing officers in the executive civil service must submit to the Civil Service Commission, notifications of personnel actions, both within and outside the continental United States, unless released from this requirement by the Commission."

Sometime in 1946, the Central Intelligence Agency was given verbal authority by the Civil Service Commission to audit the reporting of personnel actions taken by your agency. However, it was understood at that time that your agency would maintain personnel folders for your employees and that their employment records would be available for inspection by the Commission's authorized representatives upon our request.

Eventhough positions in the Central Intelligence Agency are excepted from the competitive service by Schedule A(45)(ii), the Central Intelligence Agency has been requesting certification of eligibles from the Commission's registers for various positions. Consequently, the Commission has been charging such eligibles, who have proved their legal residence, to the apportionment. To do so, however, it has been necessary in each case for this office to make written request of your agency for the date of entrance on duty.

Another difficulty arises, however, due to the fact that the Commission receives no notifications of personnel action from your agency, in crediting to the apportionment those persons who are

separated from positions in the departmental service, It is requested, therefore, that report be made to the Commission on Standard Form 50, whenever an employee is appointed from a certificate issued by this office and whenever such an employee leaves the Central Intelligence Agency by resignation, discharge, transfer, etc., in order that proper charges and credits may be made to the apportionment.

Your cooperation in this matter will be greatly appreciated.

Sincerely yours,

/s/ Harry B. Mitchell
President

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